HFS

Hospital Formulary System

Questions or comments related to this plan should be directed to:
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HOSPITAL FORMULARY SYSTEM (HFS)
YEAR 2000 PROGRAMMATIC CONTINGENCY PLAN
VERSION 1.0

USAMISSA
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January 1999

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1.0 Introduction

The intent of this document is to provide procedures of reinsuring mission continuation at the user level during a system element contingency or trigger. It identifies potential area of failure, contingent activities, and responsibilities for putting contingent plans into effect in the event that planned Y2K correction activities are not successfully accomplished for the HFS system and/or its supporting infrastructure. Invocation of this plan will result in the continued normal operation of HFS as quickly and safely as possible and with the minimum impact possible to the mission.

2.0 Programmatic Risk Assessment

. Testing and Certification

HFS version 2.3 has completed Year 2000 software testing and certification. The application was self-certified level 3a (Self-certification with full use of 4 digit century date fields) in June 1998.   The certification documented that the HFS system does not track or utilize time or date dependent information. Year and month fields, represented as 4 position character strings are used, but do not represent a Y2K compliance issue.

. Notification

 Once a determination as been made that the contingency requires invocation of this plan, the following people should be notified:
 SFC Edwin Ocasio 210-221-9775 (DSN 471), or Ssgt Patricia Treadwell 210-221-9775 (DSN 471).

3.0 Cost and Technical Risk Management

. Processes Affected

None

. Degraded Mode Operations

Several steps will be taken during the period immediately before and after 1 January 2000 to provide continued systems operation in a degraded mode should one or more users experience system failure:

- During the period 27 December 1999 through 7 January 2000, no database due to the lack of Y2K issues inherent to HFS, anticipated problems center on

Hardware, network or system software. This self-imposed moratorium will allow any problems in those areas to be resolved. The system will be available in query reporting mode during the period.

- While operating in degraded mode no database updates will be permitted by users; only reports and queries will be permitted. If degraded mode operations extend, beyond five business days the following procedures will be instituted:

  . Reference table updates will be coordinated with HFS database manager, who will insure that the designated workstations are updated.

  . In summary, ANY database updates should be coordinated with the HFS database manager, who will be responsible for the distribution and integrity of the data.

4.0 Contingency Procedures

Risk//Trigger	P o	C o	R C	Contingency Execution	Procedures for Operating in Contingency Mode	Procedures for Returning to Normal Automated Operating Mode
System: HFS						
1. Total system failure	L	M	M	• Report problem to USAMISSA. • Perform site cause analysis. • Implement degraded mode procedures.	• Operate in degraded mode. • Provide facility-wide written notification of alternate operating procedures. • Implement alternate data collection methods, if necessary.	• Site loads new software version and tests. • Facility-wide notification, date and time to resume automated operations. • Recover/reinstate data collected during degraded mode operations.

Risk//Trigger	P o	C o	R C	Contingency Execution	Procedures for Operating in Contingency Mode	Procedures for Returning to Normal Automated Operating Mode
2. Partial loss of system functionality	L	L	L	- Report problem to Project Manager. - Perform site cause analysis. - Implement degraded mode procedures, dependent on scope and severity of failure.	- Operate in degraded mode, if necessary. - Provide facility-wide written notification of alternate operating procedures. - Implement alternate data collection methods, if necessary.	- Site testing, as required, after problem resolution. - Written notification of normal operations. - Recover/reinstate data collected during degraded mode operations, if necessary.
3. System-wide degraded performance or excessive system delays	L	L	L	- Report problem to USAMISSA and Project Manager. - Perform site cause analysis. - Implement degraded mode procedures.	- Operate in degraded mode. - Provide internal notification as needed.	- Written notification of normal operations. - Recover/reinstate data collected during degraded mode operations, if necessary.
4. Data corrupted	L	M	M	- Report problem to Project Manager. - Perform site cause analysis. - Implement degraded mode procedures.	- Halt system operation. - Provide facility-wide written notification of system shut down.	- Recover/reinstate data from most recent backup. - Written notification of normal operations.
5. System Print or similar function does not work	L	L	L	- Report problem to USAMISSA. - Site cause analysis.	- Implement alternate manual procedures. - Provide internal notification as needed.	- FSH DOIM investigates and implements fix. - Written notification of normal operations.

Risk//Trigger	P o	C o	R C	Contingency Execution	Procedures for Operating in Contingency Mode	Procedures for Returning to Normal Automated Operating Mode
6. Local area network failure	L	M	M	• Report problem to FSH DOIM • Site cause analysis. • Implement degraded mode procedures.	• Operate in degraded mode. • Provide verbal notification, as needed.	• FSH DOIM investigates and implements fix. • Written notification of normal operations. • Recover/reinstate data collected during degraded mode operations, if necessary.

Figure 1 – Risks and Contingency Procedures

5.0 Plan Approval Process

This plan was prepared by USAMISSA, San Antonio, Tx. It was reviewed and approved
by the HFS Project Director on 26 January 1999.